



“United We Serve”

LADIES AUXILIARY BY-LAWS

Bishop Michael F. McAuliffe Council 12992

ARTICLE I Name

This organization shall be known as:

Knights of Columbus Ladies Auxiliary
Bishop Michael F. McAuliffe Council 12992
2305 West Main Street, Jefferson City, MO 65109

ARTICLE II Object

The objects of this organization shall be:

1. To promote sociability among the members.
2. To assist in promoting the welfare of the Missouri State Council of the Knights of Columbus.
3. To assist in promoting the welfare of the Bishop Michael F. McAuliffe Council 12992.
4. To promote charitable activities.

ARTICLE III Membership

1. Membership in the Auxiliary shall be open to:
 - a. Wives of Knights of Columbus in good standing.
 - b. Mothers of Knights of Columbus in good standing.
 - c. Daughters (17½ years and older) of Knights of Columbus in good standing.
 - d. Any practical Catholic female age 17½ years or older.
 - e. Members of Religious Orders, in good standing with their Order.
2. If a Knight dies while in good standing, and has a wife, mother, or daughter who is not a practical Catholic who was a member of the Auxiliary, she may continue to be a member of the Auxiliary as long as she does not remarry a person who would not allow her to qualify as a member of the Auxiliary.
3. Any member of the Ladies Auxiliary who is not a practical Catholic shall forfeit her membership in the event the Knight, through whose affiliation she was accepted into the Ladies Auxiliary, should withdraw or be suspended.
4. Members whose dues are in arrears for ninety (90) days shall be suspended, five (5) days after proper notice by the Secretary.

5. An Auxiliary member who improperly uses the name of her Auxiliary, or who purports to represent her Auxiliary without obtaining the authority of her Auxiliary, shall forfeit her membership upon the unanimous decision of the State Chaplain, State Deputy and State Council Family Director.
6. Any Auxiliary member who uses or wears the name or insignia of her Auxiliary, or of any Auxiliary, or any part or portion of such name or insignia not authorized by the membership of that Auxiliary, shall forfeit her membership upon the unanimous decision of the State Chaplain, State Deputy, State Council Family Director.
7. All members in good standing at the time of the ratification of these by-laws shall retain their membership until such time that they are not in good standing

ARTICLE IV Dues and Fees

1. An entrance fee shall not exceed two dollars (\$2.00) and membership dues are to be determined by the Auxiliary in its standing rules (Exhibit I).
2. Members wishing to be reinstated may do so by paying a reinstatement fee of two dollars (\$2.00) in addition to the annual dues of the Auxiliary for the year of reinstatement.
3. Fiscal year of the Ladies Auxiliary shall begin on July 1 and end June 30.

ARTICLE V Officers

The elective officers of this Council's Ladies Auxiliary shall consist of no less than the following: President, Vice-President, Secretary, and Treasurer. Other officers may be added.

ARTICLE VI Elections

1. Terms of Officers shall be for one (1) year. Consecutive terms shall not exceed two (2) years.
2. Election of Officers shall be held at the regular meeting in May of each year.
3. Nominations and election of officers shall be conducted as follows:
 - a. A Nominating Committee of three (3), but not to exceed five (5), shall be appointed by the President, subject to the approval of the majority vote of the officers, at the regular meeting held in March.
 - b. The Nominating Committee shall prepare a slate bearing the names of candidates for each office for the election.
 - c. No one shall be a candidate whose consent has not been obtained for office.
 - d. It shall be the duty of the Nominating Committee to submit at least one candidate for each office at the April meeting.
 - e. Additional nominations may be made from the floor at the May meeting, provided that the consent of the nominee has been secured.
 - f. If there is more than one name for any office, the voting shall be by written ballot of the members present.
 - g. Elected officers assume their duties in July.
 - h. Vacancies, occurring in any office, shall be filled by the President with the approval of a majority of the remaining officers. Such person or persons, thus appointed, shall hold office only until the next regular election.
 - i. No vacancy created by the resignation of an elected officer can be filled until such resignation has been submitted in writing and accepted by the officers.

ARTICLE VII
Installation and Duties of Officers

1. Annual installation of officers shall be held within a reasonable time after the election.
2. The President shall preside at all meetings, shall appoint all committees, and except for the Nominating Committee, be an ex-officio member of those committees.
3. The Vice-President shall preside in the absence of the President and shall act as Program Chairwoman.
4. The Secretary shall keep the minutes of each meeting and read same at the following meeting. She shall be custodian of all documents pertaining to her office and conduct the correspondence of the Auxiliary. She shall issue all notices and keep a current roster of the membership.
5. The Treasurer shall keep a current list of members, and collect all dues and fees. She shall notify delinquent members, keep all accounts of receipts and expenditures, receive and deposit all monies belonging to the Auxiliary, and pay out same in such a manner as shall be designated by the Auxiliary. She shall make a monthly report of her office and shall cooperate in preparation of semiannual-audits.

ARTICLE VIII
Meetings

1. Robert's Rules of Order shall govern the conduct of all meetings.
2. Regular meetings shall be held in-person, subject to the standing rules (Exhibit I).
3. Virtual meetings via telephone, electronic, or other such types shall be allowed during emergency or unforeseen circumstances, subject to the standing rules (Exhibit I).
4. Members in good standing (dues current) must be present to vote - with no absentee voting.
5. For the purpose of conducting the business of the Auxiliary, a quorum shall consist of fifty percent (50%) of the total membership of the Auxiliary, or seven (7) members, whichever figure is lower.
6. Cancelled Meetings. In case of unforeseen circumstances, the President and one other officer may collectively agree to cancel a regularly scheduled meeting. Every attempt will be made to provide timely notification to members. In the event any such meeting is cancelled when an auxiliary vote is imperative for conducting business, the President may call for an email vote of the membership, which must be ratified at the next in-person meeting.

ARTICLE IX
By-Laws

1. This Auxiliary must submit a copy of its By-Laws to be held on file with the State Chair-Couple.
2. Any By-Law changes must be submitted for review by the State Chair-Couple and approved by the State Deputy prior to being effective.
3. These By-Laws may be amended by a two-thirds (2/3) vote of the members present at the meeting, provided that the proposed Amendment is submitted to the membership in writing by the previous meeting. Once adopted, the proposed Amendment is subject to the provisions of Article IX, item 2.
4. This Auxiliary will be allowed two (2) delegate votes at the annual State meeting. One (1) delegate may represent this auxiliary with two (2) votes or two (2) delegates may be authorized with one (1) vote each.

ARTICLE X
Order of Business

1. Call to Order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call of Officers
4. Introduction of Visitors
5. Reading of Minutes of Previous Meeting
6. Reading of Communications and Bills
7. Treasurer's Report
8. Reports of Committees
9. Old Business
10. New Business
11. Program
12. Adjournment
13. Closing Prayer

ARTICLE XI
Board of Trustees

Section 1. There shall be elected a Board of Trustees, which shall consist of three members of the Auxiliary. The members of the Board of Trustees shall be past presidents of the Auxiliary.

Section 2. The Board of Trustees shall conduct an audit annually.

Reviewed by State Chair Couple of Missouri on the 21 Day of Month November Year 2021

Ron & Amy Mathias


State Chair Couple of Missouri

ARTICLE XI

Dissolution

In the event of dissolution of an Auxiliary, the assets shall be forfeited to the affiliate council.

Approved by State Deputy of Missouri on the 21st Day of Month NOVEMBER Year 2021



State Deputy of Missouri

**Bishop Michael F. McAuliffe Council 12992
Ladies Auxiliary
Standing Rules**

1. Regular in-person business meetings shall be held at the Cathedral of St. Joseph on the first Thursday of every month beginning at 6:30pm unless otherwise arranged, subject to the provisions of Article VIII. Exceptions to this guideline are:
 - June – social meeting only, at a preferred location
 - July – no business or social meeting this month
2. Virtual meetings have its challenges which need to be addressed, such as:
 - Choose the appropriate platform (Zoom, WebEx, Skype, etc.)
 - ✓ Video meetings are recommended, which allows participants to see each other for better engagement and can assist if there is any type of voting required.
 - Establish key roles of facilitator, note taker, technical support and in some cases, a timekeeper.
 - Structure the agenda by framing questions, which allows for decisions to be made quickly and efficiently.
 - Limit any presentation to 15 minutes or less.
 - Establish meeting protocols:
 - ✓ Allow a 5-minute technical startup to test technology and resolve any issues
 - ✓ Do not multi-task during the meeting
 - ✓ Place microphone on mute when not speaking to reduce background noise
 - ✓ Choose a quiet space to participate with good lighting
 - ✓ Limit use of chat windows for side conversations
 - ✓ Raise your hand to speak or use a meeting flash card or 'raise your hand' feature (if available with your video conferencing platform)
 - ✓ Commit to civility and respect.
3. The annual membership dues shall be assessed in January in the amount of \$10.00, of which \$3.75 shall be sent to the State Religious Information Bureau.